



DEPUTY COMMUNITY SERVICES MANAGER – CULTURAL SERVICES

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Cultural Services Division including the Public Arts Program, the Public Art in Private Development Program, the Tempe Historical Museum, the public events process, and the scheduling and coordination of the Vihel Activity Building, the Tempe Performing Arts, the City Council Chamber, and the Tempe Historical Museum.

Supervision Received and Exercised:

Receives direction from the Community Services Manager.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend division goals and objectives; assist in the development of policies and procedures; develop and administer programs designed to meet the cultural needs of youths; adults and families in the community.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Conduct surveys and research on progress of Division activities and programs; prepare monthly and annual progress and statistical reports on all programs within the Division.
- Prepare and implement the Division budget implementation; forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

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- Select, train and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination's.
- Participate on a variety of committees relating to Division programs and activities; prepare and deliver presentations to civic and community groups about Division programs.
- Attend and participate in monthly staff meetings; confer with the City Attorney and City Managers in resolving special program issues; prepare and submit reports regarding the progress of program participants and the overall program.
- Serve as primary liaison with Tempe Municipal Arts Commission; translate goals, objectives, and policies of commission into programs, projects and activities.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Provide technical assistance to staff, groups and agencies.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public administration, including significant supervisory and administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, museum work, public arts, public relations, or marketing. A Master's degree in public administration is highly desirable.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment at any time, for any or no reason, with or without cause or notice.

Job Code: 0804

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Salary Range: 157

FLSA: Exempt